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# NASA Procedural Requirements

**NPR 9631.1**Effective Date: September 30,  
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30, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

## Subject: Disbursements

**Responsible Office: Office of the Chief Financial Officer**

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## Appendix I. Designation of NASA Officials

### I.1 Designation of Certifying Officers

I.1.1 A designation is an appointment of a person to perform a specific disbursing function through the Department of Treasury (Treasury) Financial Management Services (FMS). Certifying Officers are designated by NASA Shared Services Center (NSSC) officials to approve disbursements of NASA funds. The FMS Form 210, Designation of Certifying Officers, is used to designate Certifying Officers.

I.1.2 Use FMS Form 210 to Designate Agency Certifying Officer(s). Sections I, II, III, IV, VI and VII must be completed. Check-off blocks are provided to indicate the purpose of the FMS Form 210 and the certification functions that are authorized. One or more of the certification functions must be checked, as appropriate.

I.1.3 Designations for Certifying Officers are valid for a period of two (2) years from the effective date, unless revoked earlier.

I.1.4 Revocation. When a Certifying Officer will no longer be in that capacity for whatever reason, his authority for disbursement must be revoked. The following should be observed:

- a. The responsible designating official will forward a FMS Form 210 revoking the authority.
- b. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

I.1.5 Responsibility of Certifying Officers.

I.1.5.1 The Certifying Officer has the responsibility to ensure payments are proper and legal. Whether done electronically or on paper, their signature, date signed, their telephone number, and printed name is put on the voucher.

I.1.5.2 Liability of Certifying Officers is covered in NPR 9050.4, Chapter 3, Improper Payments and Loss of Funds.

I.1.6 NASA Officials shall assure Certifying Officials are informed of their responsibility and liability before taking certification action.

### I.2 Data Entry Operators (DEO)

I.2.1 The Data Entry Operators are individuals to whom authority to create and modify payment requests, and transmit certified payment requests to Treasury Regional Financial Centers, has been delegated. They do not have authority to certify payments. Only Certifying Officials have this authority. In addition to the instruction above, the following shall be done for completing the FMS Form 210 series:

- a. Use FMS Form 210 DEO to designate SPS Data Entry Operators. On the back of the form, Sections I, II, III, IV, VI and VII must be completed by NASA.

b. Data Entry Operators designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

c. An individual MAY NOT be designated as both an ECS Data Entry Operator and ECS Certifying Officer for the same Agency Location(s).

d. Revocation. When a Data Entry Operator will no longer be in that capacity for whatever reason, his authority for disbursement must be revoked. The following should be observed:

(1) The responsible designating official will forward a FMS Form 210 DEO revoking the authority.

(2) Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

e. The following are the responsibilities of the Data Entry Operators:

(1) Payment data entry and editing voucher-schedules.

(2) Uploading voucher-schedules, created on other computer systems, into the computer.

(3) At the option of the NASA, Data Entry Operators may be authorized to initiate and monitor transmission of certified voucher-schedules from the computer to Treasury Regional Finance Centers.

(4) NSSC officials shall assure Data Entry Operators are informed of their responsibility before acting in that capacity.

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